U.S. Department of Justice

Executive Office for Immigration Review

Office of the General Counsel

5107 Leesburg Pike, Suite 1903
Falls Church, Virginia 22041

December 18, 2018

MuckRock News
DEPT MR 61334
411A Highland Ave
Somerville, MA 02144-2516

Re: FOIA 2018-51083

Dear Mr. Hoppock,

This letter is in response to your Freedom of Information Act (FOIA) request to the Executive Office for Immigration Review (EOIR) in which you seek the "items" contained in the Document Libraries of the BIA Intranet Webpage.

Screenshots of the requested Libraries as accessed directly from the BIA Intranet Webpage are enclosed. Note that the items for "Communiques", "Images", "Criminal" and "Documents" do not appear to be accessible directly from the BIA webpage. Note also that access to the BIA Intranet is not generally available to EOIR employees outside the BIA.

Portions of the screenshot for "Emergency Library" are withheld pursuant to 5 USC 552(b)(7)(F) to protect law enforcement information that could reasonably be expected to endanger the life or physical safety of any individual. Note that this page has nothing to do with "Emergency Stays" or policies or procedures regarding aliens or immigration.

For your information, Congress excluded three discrete categories of law enforcement and national security records from the requirements of the FOIA. *See* 5 U.S.C. § 552(c) (2006 & Supp. IV 2010). This response is limited to those records that are subject to the requirements of the FOIA. This is a standard notification that is given to all our requesters and should not be taken as an indication that excluded records do, or do not, exist. *See* http://www.justice.gov/oip/foiapost/2012foiapost9.html.

You may contact our FOIA Public Liaison at the telephone number 703-605-1297 for any further assistance and to discuss any aspect of your request. Additionally, you may contact the Office of Government Information Services (OGIS) at the National Archives and Records Administration to inquire about the FOIA mediation services they offer. The contact information for OGIS is as follows: Office of Government Information Services, National Archives and Records Administration, Room 2510, 8601 Adelphi Road, College Park, Maryland 20740-6001, e-mail at ogis@nara.gov; telephone at 202-741-5770; toll free at 1-877-684-6448; or facsimile at

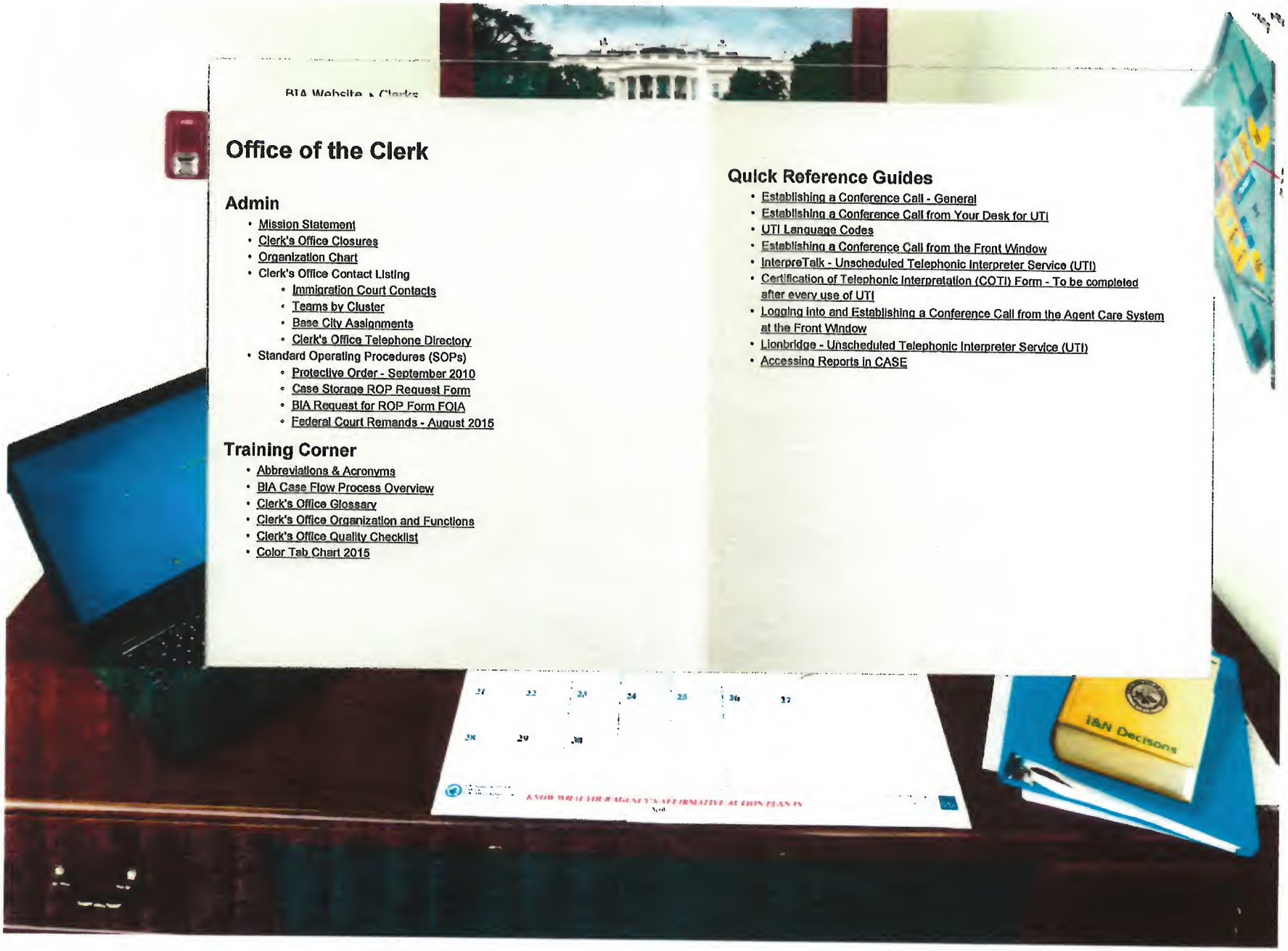
202-741-5769.

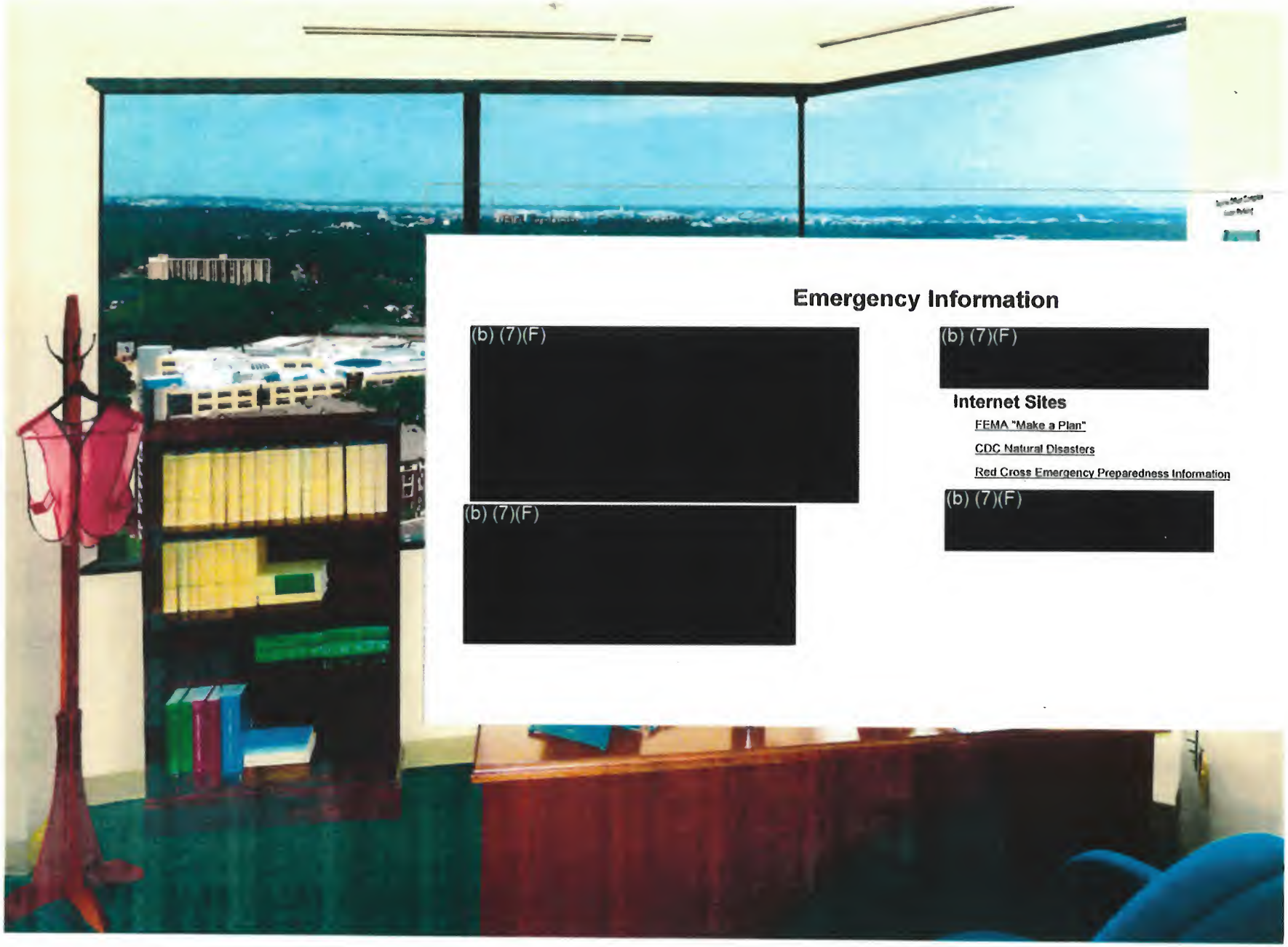
If you are not satisfied with my response to this request, you may administratively appeal by writing to the Director, Office of Information Policy (OIP), United States Department of Justice, Suite 11050, 1425 New York Avenue, NW, Washington, DC 20530-0001, or you may submit an appeal through OIP's FOIAonline portal by creating an account on the following web site: https://www.foiaonline.gov/foiaonline/action/public/home. Your appeal must be postmarked or electronically transmitted within 90 days of the date of my response to your request. If you submit your appeal by mail, both the letter and the envelope should be clearly marked "Freedom of Information Act Appeal."

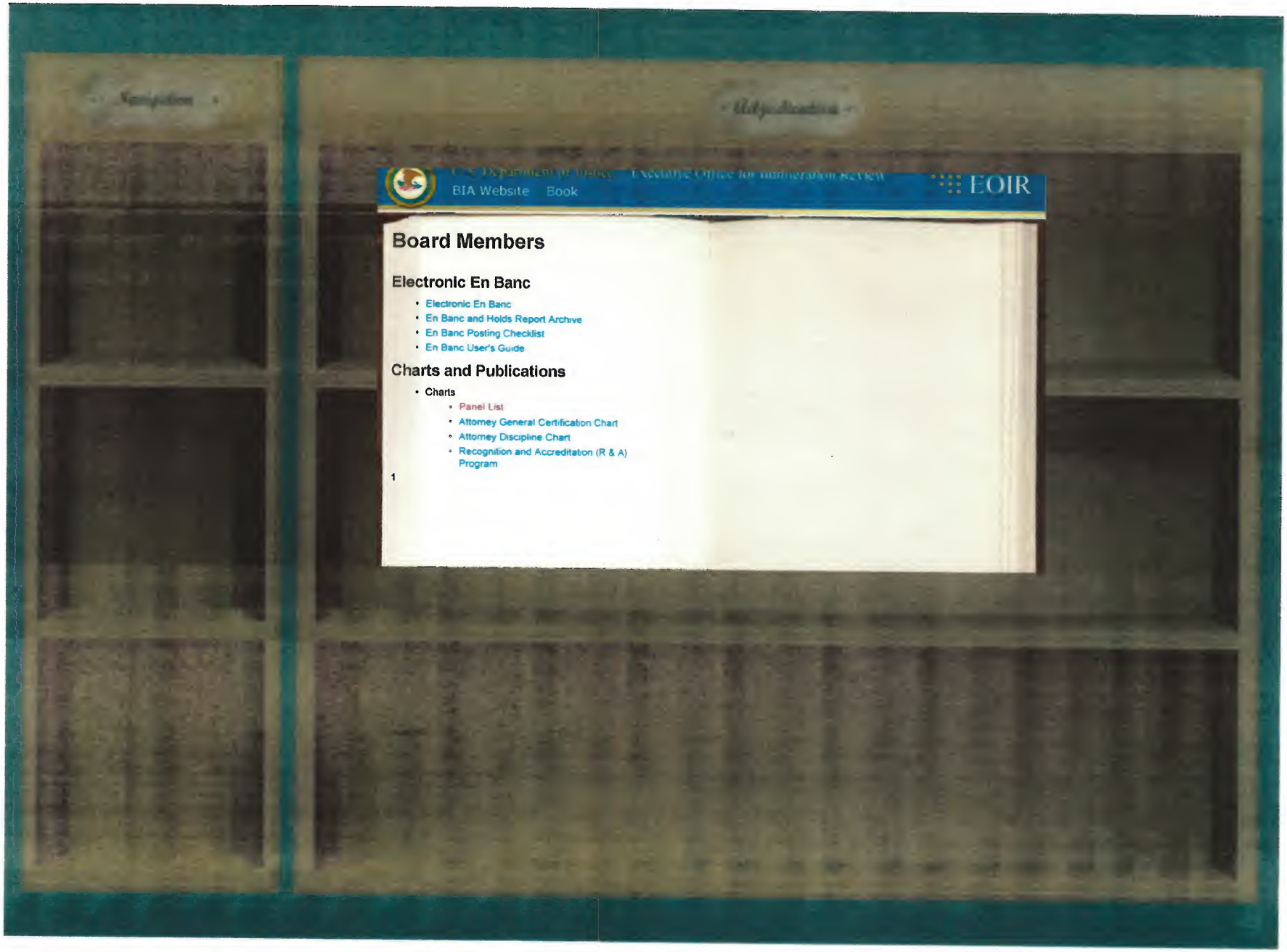
Sincerely,

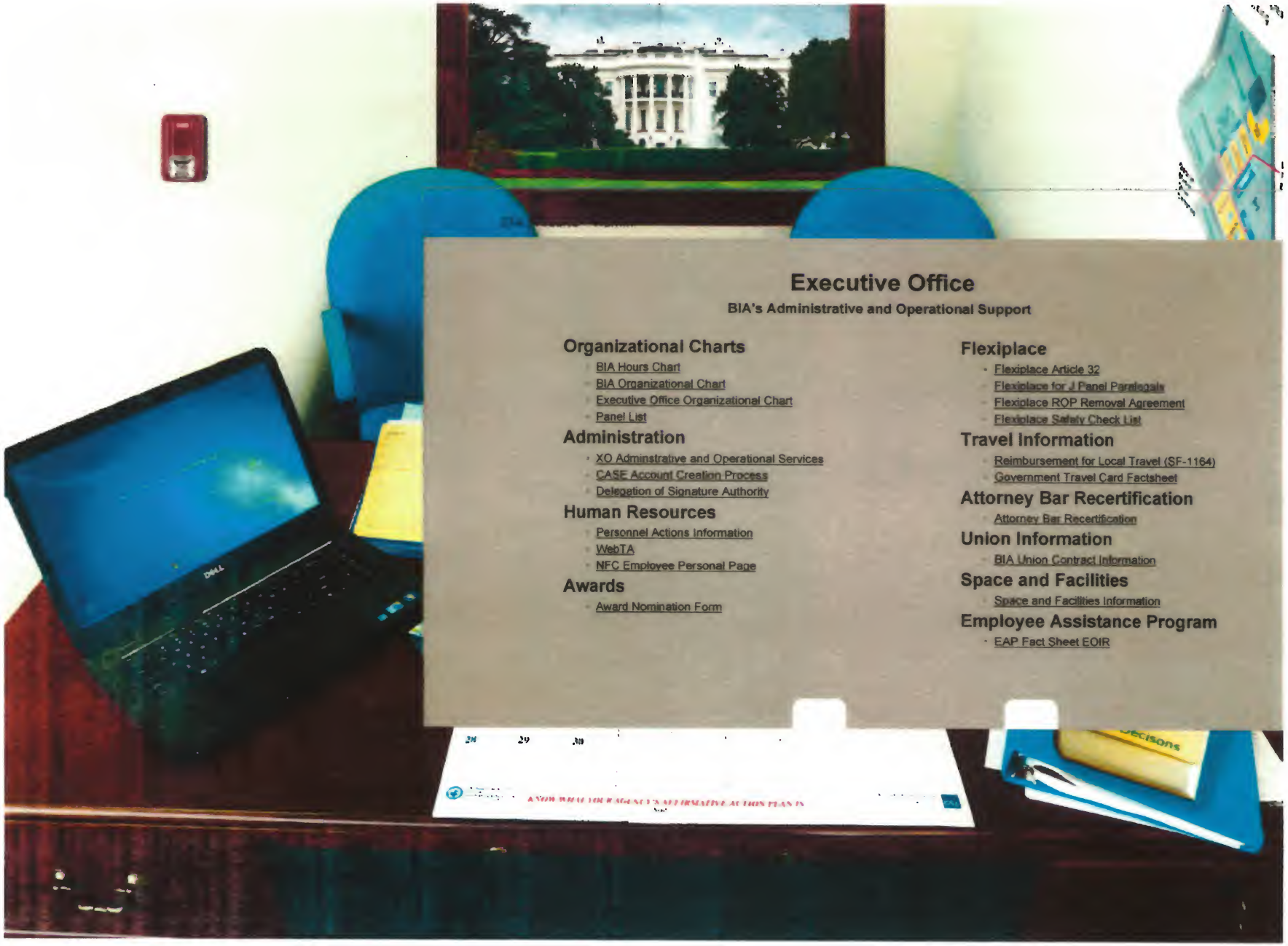
Joseph Schaaf

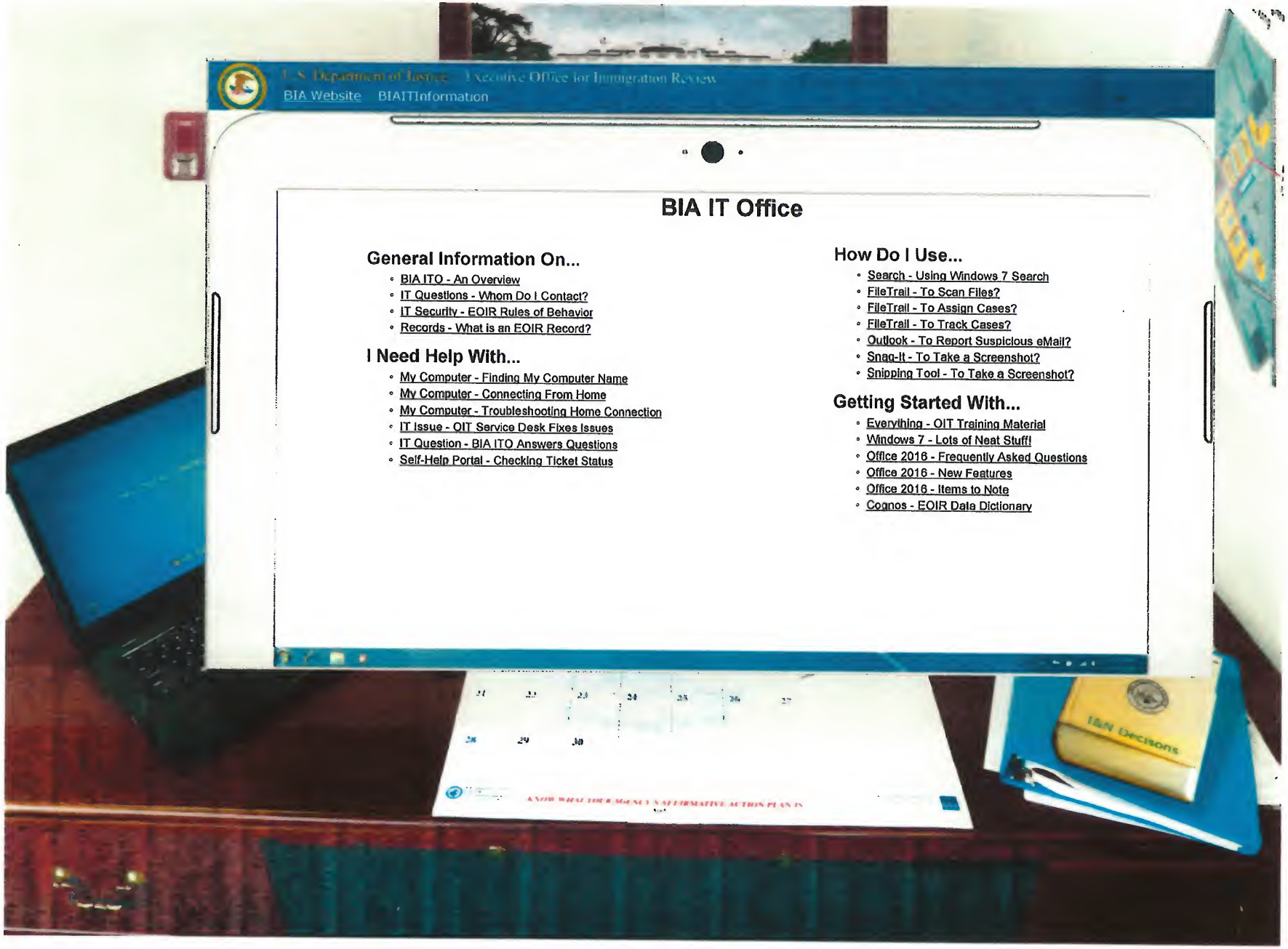
Joseph R. Schaaf
Chief Counsel for Administrative Law

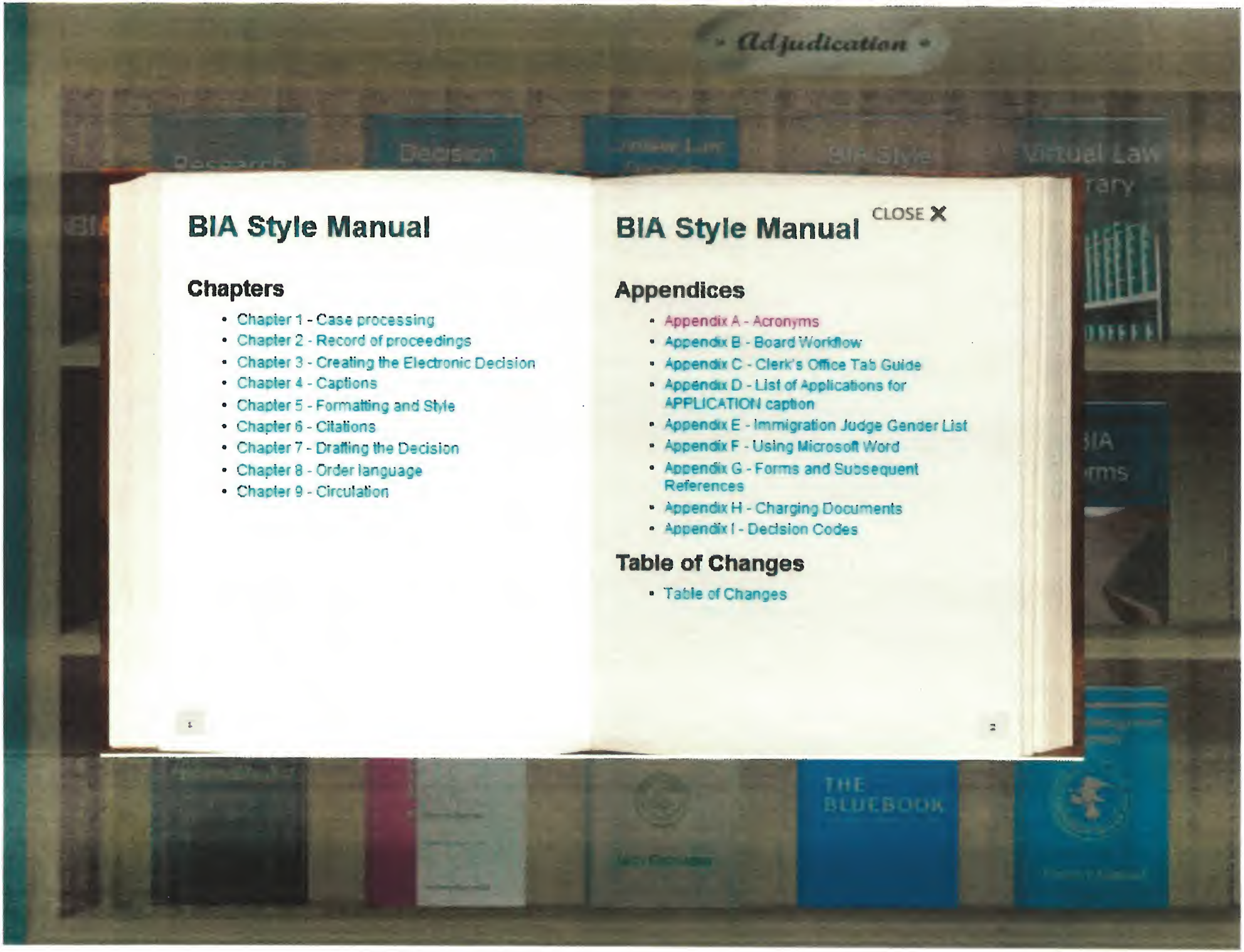

BIA Website x Clerks
Office of the Clerk
Admin
Mission Statement
Clerk's Office Closures
Organization Chart
Clerk's Office Contact Listing
Immigration Court Contacts
Teams by Cluster
Base City Assignments
Clerk's Office Telephone Directory
Standard Operating Procedures (SOPs)
Protective Order - September 2010
Case Storage ROP Request Form
BIA Request for ROP Form FOIA
Federal Court Remands - August 2015
Training Corner
Abbreviations & Acronyms
BIA Case Flow Process Overview
Clerk's Office Glossary
Clerk's Office Organization and Functions
Clerk's Office Quality Checklist
Color Tab Chart 2015
Quick Reference Guides
Establishing a Conference Call - General
Establishing a Conference Call from Your Desk for UTI
UTI Language Codes
Establishing a Conference Call from the Front Window
InterpreTalk - Unscheduled Telephonic Interpreter Service (UTI)
Certification of Telephonic Interpretation (COTI) Form - To be completed after every use of UTI
Logging Into and Establishing a Conference Call from the Agent Care System at the Front Window
Lionbridge - Unscheduled Telephonic Interpreter Service (UTI)
Accessing Reports in CASE
I&N Decisions


Emergency Information
(b) (7)(F)
(b) (7)(F)
(b) (7)(F)
(b) (7)(F)
Internet Sites
FEMA "Make a Plan"
CDC Natural Disasters
Red Cross Emergency Preparedness Information


BIA Website
Book
EOIR
Board Members
Electronic En Banc
Electronic En Banc
En Banc and Holds Report Archive
En Banc Posting Checklist
En Banc User's Guide
Charts and Publications
Charts
Panel List
Attorney General Certification Chart
Attorney Discipline Chart
Recognition and Accreditation (R & A) Program
1


Executive Office
BIA's Administrative and Operational Support
Organizational Charts
BIA Hours Chart
BIA Organizational Chart
Executive Office Organizational Chart
Panel List
Administration
XO Adminstrative and Operational Services
CASE Account Creation Process
Delegation of Signature Authority
Human Resources
Personnel Actions Information
WebTA
NFC Employee Personal Page
Awards
Award Nomination Form
Flexiplace
Flexiplace Article 32
Flexiplace for J Panel Paralegals
Flexiplace ROP Removal Agreement
Flexiplace Safety Check List
Travel Information
Reimbursement for Local Travel (SF-1164)
Government Travel Card Factsheet
Attorney Bar Recertification
Attorney Bar Recertification
Union Information
BIA Union Contract Information
Space and Facilities
Space and Facilities Information
Employee Assistance Program
EAP Fact Sheet EOIR


U.S. Department of Justice Executive Office for Immigration Review
BIA Website BIAITInformation
BIA IT Office
General Information On...
BIA ITO - An Overview
IT Questions - Whom Do I Contact?
IT Security - EOIR Rules of Behavior
Records - What is an EOIR Record?
I Need Help With...
My Computer - Finding My Computer Name
My Computer - Connecting From Home
My Computer - Troubleshooting Home Connection
IT Issue - OIT Service Desk Fixes Issues
IT Question - BIA ITO Answers Questions
Self-Help Portal - Checking Ticket Status
How Do I Use...
Search - Using Windows 7 Search
FileTrail - To Scan Files?
FileTrail - To Assign Cases?
FileTrail - To Track Cases?
Outlook - To Report Suspicious eMail?
Snag-It - To Take a Screenshot?
Snipping Tool - To Take a Screenshot?
Getting Started With...
Everything - OIT Training Material
Windows 7 - Lots of Neat Stuff!
Office 2016 - Frequently Asked Questions
Office 2016 - New Features
Office 2016 - Items to Note
Cognos - EOIR Data Dictionary
I&N Decisions



BIA Style Manual

Chapters

- Chapter 1 - Case processing
- Chapter 2 - Record of proceedings
- Chapter 3 - Creating the Electronic Decision
- Chapter 4 - Captions
- Chapter 5 - Formatting and Style
- Chapter 6 - Citations
- Chapter 7 - Drafting the Decision
- Chapter 8 - Order language
- Chapter 9 - Circulation

BIA Style Manual

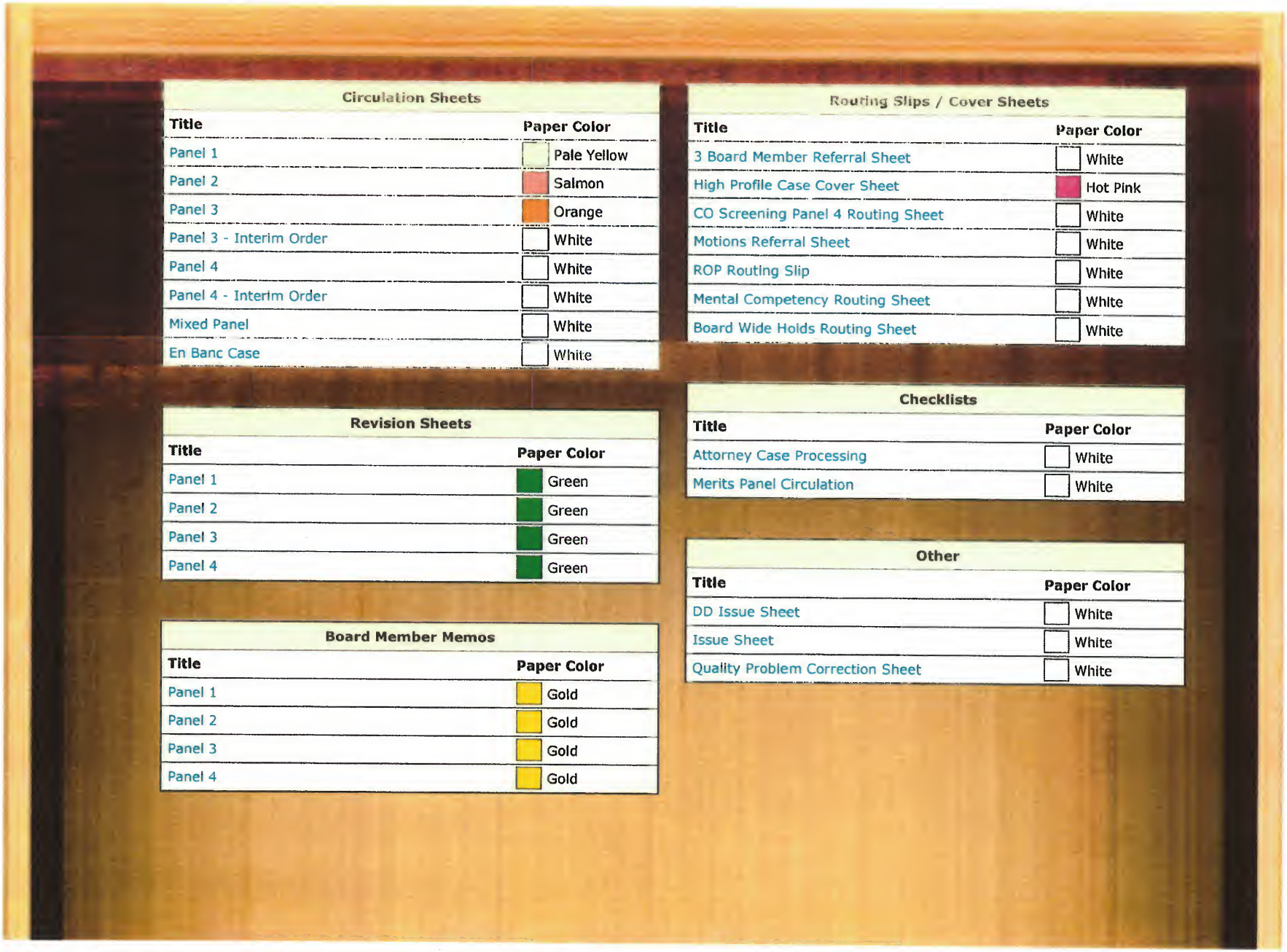
CLOSE ✕

Appendices

- Appendix A - Acronyms
- Appendix B - Board Workflow
- Appendix C - Clerk's Office Tab Guide
- Appendix D - List of Applications for APPLICATION caption
- Appendix E - Immigration Judge Gender List
- Appendix F - Using Microsoft Word
- Appendix G - Forms and Subsequent References
- Appendix H - Charging Documents
- Appendix I - Decision Codes

Table of Changes

- Table of Changes



Circulation Sheets

Title	Paper Color
Panel 1	Pale Yellow
Panel 2	Salmon
Panel 3	Orange
Panel 3 - Interim Order	White
Panel 4	White
Panel 4 - Interim Order	White
Mixed Panel	White
En Banc Case	White

Routing Slips / Cover Sheets

Title	Paper Color
3 Board Member Referral Sheet	White
High Profile Case Cover Sheet	Hot Pink
CO Screening Panel 4 Routing Sheet	White
Motions Referral Sheet	White
ROP Routing Slip	White
Mental Competency Routing Sheet	White
Board Wide Holds Routing Sheet	White

Revision Sheets

Title	Paper Color
Panel 1	Green
Panel 2	Green
Panel 3	Green
Panel 4	Green

Checklists

Title	Paper Color
Attorney Case Processing	White
Merits Panel Circulation	White

Board Member Memos

Title	Paper Color
Panel 1	Gold
Panel 2	Gold
Panel 3	Gold
Panel 4	Gold

Other

Title	Paper Color
DD Issue Sheet	White
Issue Sheet	White
Quality Problem Correction Sheet	White